

**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held in the COUNCIL CHAMBER, WILTON on TUESDAY 23rd JANUARY 2018 at 7.00pm**

Present Cllr T Batchelder
 Cllr C Blackman
 Cllr P Church
 Cllr P Edge, Mayor of Wilton
 Cllr P Matthews
 Cllr I Seviour

In Attendance Mrs A C Purves, Town Clerk: Mr H A Abel, Minute Secretary

Composition of the Finance & General Purposes Committee for the Mayoral year 2017-2018

Cllr Charlotte Blackman
Cllr Pauline Church
Cllr Trevor Batchelder
Cllr Peter Edge

Cllr Andrew Kinsey
Cllr Phil Matthews
Cllr Ivan Seviour

A G E N D A

Cllr Batchelder in the chair

1.18 Apologies for absence and to consider whether to approve reasons give

Cllr Kinsey apologised for his absence because he was away on holiday

Resolved: to accept his apology and the reasons for it.

2.18 Chairman's report

Cllr Batchelder reported on the following:-

- funding for a second defibrillator had been one of the targets for his Mayoral year, and as this had been achieved, he was exploring potential sites for the unit. He thought the outside of of the Community Centre would be appropriate if the trustees were agreeable.
- He also reminded Members that defibrillator training would take place at 7.00pm on Tuesday 30th January in the Council chamber.
- He noted that the second session to clear the attic had been arranged for Sunday 28th January.

3.18 Town Clerk's report

The Town Clerk reported on the following:-

- *Cemetery* - The cemetery would appear to have been subject to some vandalism - two crosses have been knocked from their plinths and broken, one headstone has been pushed from the vertical in the older part of the cemetery. The police have been informed, and a crime number issued, but little can be done with no evidence. The Clerk will ask the groundsman to try and reinstate the headstone, but the crosses will need to be laid respectfully on the graves whilst the Council tries to contact the families concerned. *Cllr Matthews* – told the meeting that this was not the first time the cemetery has been subjected to vandalism and suggested that the Town Council consider deploying CCTV. It was agreed this should be discussed at the next meeting Amenities & Planning Committee meeting. **Action:** The Clerk
- The Clerk advised the meeting that the Town Council's insurance contract with Zurich Insurance expires at the end of March 2018, and that she had spoken to a representative of the company about this, advising that the Council would need to obtain quotes from alternative providers.

4.17 Declarations of Interest

a) To receive **Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members. Cllr Blackman declared a pecuniary interest in a BACS payment made to her for the reimbursement of out of pocket expenses

Resolved: to note there was one.

b) To consider any **Dispensation Requests** received by the Town Clerk and not previously considered.

Resolved: To note there were none to consider

5.18 Approval of the Finance & General Purposes Committee Minutes

Resolved: to approve the minutes of the Finance & General Purposes Committee meeting held on Tuesday 19th December 2017 as a correct record without amendment.

6.18 To consider any matters referred from earlier Meetings

a. January Full Council Meeting

None identified

b. February Amenities & Planning Committee

None identified

7.17 Finance

a. *To confirm and authorise the payment of a schedule of accounts in the sum of £5,923.74*

Resolved: to confirm and authorise said schedule of payments.

In addition, the Clerk was asked to check the start date for the Youth Centre lease and who was responsible for insuring the premises. **Action:** the Clerk

b. *To note the bank balances and reconciliation.*

Bank balances as at the end of December 2017:

current account £10,702.69

deposit account £73,999.38

reconciliation account £85,822.77

Resolved: to note bank balances, and reconciliation figure.

c. *To note the updated Budget monitoring forms (Excel & RBS formats) 2017/2018*

Resolved: to note

d. *To consider the proposed contribution towards the new cemetery*

The Town Council increased its budget for this for 2018/19 to £12.5k. However, the A&P committee has resolved to recommend to Full Council that the Town Council does not make a contribution towards the new cemetery, having investigated and established that there are sufficient grave and cremation plots that could be made available for the next 20 years, and that therefore Wilton has no need of the extra facilities for the time being.

After discussion it was

Resolved: to endorse the A&P Committee's decision. **Action:** The Clerk

e. *To consider quotes for renewed safety surfacing under the slide at Bulbridge*

Mant Leisure has been chosen to provide the new DDA compliant roundabout and associated safety surfacing at Bulbridge. Noting that s106/R2 funding would be used to pay for the works, and having considered further quotes for the replacement of the safety surface under the slide, it was

Resolved: to accept Mant Leisure's quote for all works at Bulbridge, as it was cheaper to commission all the works from one supplier. **Action:** The Clerk

f. Quote for bus shelter x 2 repairs – The three panels required from the manufacturer will cost £325.00 including delivery plus VAT to supply. Installation would be a further £750.00 plus VAT. It is understood that the panels are easy to install. It was agreed to instruct the Clerk to see if grounds maintenance could carry out the installation and purchase just the panels. **Action:** the Clerk

8.18 To note progress in resolving issues raised in the half year Internal Audit

This is work in progress. It was agreed to keep this item on the agenda.

9.18 To note progress in achieving aims outlined in the Strategic Review 2017

a. Local Council Award Scheme - it was anticipated that a template training policy to be provided by the SLCC by the end of January

b. Neighbourhood Plan - the redesignated boundary will be approved by February's Full Council, following which, the application form will be submitted to Wiltshire Council. There is no requirement for further consultation on this point. It has been proposed that the Wiltshire Council Link Officer should be invited to attend the Town Team in February (Thursday 15th February) to give a short presentation to update all those interested in moving this project forward.

10.18 Buddy Challenge

The Town Council's partners in this enterprise will be Tidworth Town Council but, as yet, there has been no contact.

11.18 Proposed move of Clerk's office to downstairs/renewal of tenant's lease

The Town Council's aim, to recruit an Administrative Assistant, would necessitate a larger office. It was therefore agreed to explore the possibility of moving the Town Council's office down to the ground floor of the building. This is currently leased to a local business. However, the current lease will be up for renewal on 31st March.

Cllrs Batchelder and Edge have already spoken to the tenants to outline the Town Council's plans, and the tenants have verbally agreed to the proposed arrangement, as they no longer need so much space as before. It was thought that the administrative office could be located at the rear of the downstairs space. The tenants were quite content for Council visitors to pass through their space, and saw no need for a corridor to be built.

Recruitment of an Administrative Assistant – the following priorities were suggested:-

- i. Create a job description and specification. This would be the responsibility of the Staffing Committee
- ii. Create a job advertisement. This would be the responsibility of the Staffing Committee
- iii. Review the rent and renew the lease on the appropriate terms.
- iv. Agree a date to move in – April 1st seems appropriate

Resolved: to formally put in motion the appointment of an Administrative Assistant with a target date for the post to be filled and the new office to be ready for occupation as near to the beginning of April as is practicable. **Action:** The Clerk, as appropriate

12.18 To review and note other ongoing matters:

a. Streetscene/Highways

The two road name signs for The Hollows and Water Ditchampton have been received. It was noted that the A30/A36 roundabout was very untidy. This matter to be referred to Highways England.

Action: The Clerk Please advise any tasks for the Parish Steward directly to Cllr Johnston. It was agreed that a formal letter of thanks be sent to the Parish Steward for work successfully carried out.

Action: The Clerk

b. Car park management agreements – the Clerk has requested an update on this matter

c. Flooding matters –

Cllrs Batchelder and Edge had met Environment Agency officers, and both expressed concern about EA's methodology and priorities. It was agreed that the Town Council at the next Full Council should discuss a formal reply to the EA's bund proposal. **Action:** The Clerk
Cllr Batchelder said that the excavation of the ditch (designated as a main river) at Water Ditchampton had been delayed due to licensing problems.
He was also revising the Wilton Flood Plan.

d. Asset Transfers –

- i. *Sheep Fair Field* – Cllr Church has established that the Field is not included in the current Local Plan to 2026 for development, but is considered to be a valuable capital asset by Wiltshire Council. As its policy is to transfer services or revenue costing assets only, it is unlikely that WC will agree to the Town Council's request. It was suggested that the Town Council with other community organisations now explore the designation of the Field as a formal and legal Open Space to prevent any development in the future. Cllr Church will follow up the situation at County Hall.
- ii. *CCTV*- this is operational, but has not yet been legally and formally handed over to the Town Council, as Salisbury and Amesbury's systems are still not operating as they should. Wiltshire Council will do this once all the snags have been corrected. Currently, the police may look at the recordings with supervision, but images cannot be given to them without a formal permission from Indigo Vision, the current legal owners of the system.
- iii. *Randalls Croft Play area* - no further news.

e. Registering Formal title - the Clerk has requested an update on this matter

f. Charters to Salisbury Museum - no further news.

g. Co-op waste disposal - Cllrs Batchelder and Edge assured the meeting that this was in hand.

h. Asset valuation – the Clerk has contacted Woolley & Wallis for an update.

i. Toilets – Cllr Edge has installed the usage monitor/counter.

j. Toilets - proposed lease - no further news

k. White lining in the Market Place - the Area Board work has now been completed, and A&P committee have requested that quotes be obtained to renew the white lines in the South St car parks, and also outside the Health Centre and by the Market Cross.

l. Town trail markers – these are now on order. Presently, there is a £3,800 payment due from Redrow towards the cost of the map/information board located at the Erskine Park entrance.

m. Speed Indicator Devices – the Clerk is waiting to hear from the other parishes as to how many brackets each parish requires. She has given a date for a response by 26th January, following which she will order the SID regardless.

n. Cycle race 2018 – Gary Nunn has written saying it would be difficult to for the Town Council to organise this alone. Cllr Edge advised he had asked if Wilton Rotary would organise a cycle event along similar lines to those that it had run some twenty years ago, but there had been a muted response. However, he would be prepared to run it as a Mayoral event for families and the community. Cllr Church noted it would probably be eligible for funding from Wiltshire Council's Health & Wellbeing fund.

o. Proposed new cemetery - see 7.18d above. the planning application has now been received, and will be considered by Full Council

p. Proposed bund – see 12.18c. above.

q. Town Flag - nothing further to report.

r. Draft procurement policy - the SLCC are issuing draft templates at the end of January.

s. Mayoral Ball 2018 – This will take place on 7th April at the Michael Herbert Hall.

13.18 To confirm the date and venue of the next meeting – Tuesday 27th February 2018 at 7.00pm in the Council Chamber.

14.17 To close the meeting

There being no further business, the Chairman closed the meeting at 8.35pm.

Members of the Council considered the foregoing matters in consideration of their duties: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder; health and Safety, and Human Rights.